



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Ron Bowen
Robert Briseño
Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Policy and Personnel Committee Agenda

Directors: Bowen and Briseño

Monday, May 22, 2023

9:30 a.m.

**Administrative Office – Board Room
401 Amador Street**

This committee shall study and recommend acquisitions of real property and the type of facilities that should be planned for new acquisitions, all joint planning and development programs for district facilities, including any additional facility needs, and the development of present parks. This committee shall review and make recommendations for facilities and/or developments. This committee shall review matters related to the engineering and operation of facilities and short and long-range capital improvement plans.

1. Public Comment

Members of the public may speak on any item within the jurisdiction of the Committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2. Policy 4000-Board Selection

3. Policy 4010 & RR 4010-Code of Ethics

4. Policy 4040-Board Officers

5. Policy 5020-Conducting Board Meetings

6. Review Policy Updates Spreadsheet

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Selection
POLICY NUMBER: 4000

The Board of Directors consists of five (5) members who are appointed by the Vallejo City Council and by the Solano County Board of Supervisors. The City Council appoints three members, and the Board of Supervisors appoints two members, nominated one each by the Supervisors from Districts 1 and 2. Each member shall serve for a term of four years. The terms shall be staggered to have three members' terms expire at one time and the remaining members two years later.

Appointments become effective at the first Board meeting in January following the uneven selection years. There is no restriction to the number of succeeding terms a member may serve. The District will notify the appointing authority not less than sixty (60) days prior to expiration of the term requesting that notification of appointment be received by the District prior to December 31.

To be eligible for appointment to the Board, a citizen must reside within the boundaries of the District.

Prior to taking office each Director shall take the official oath. The Clerk of the Board may administer the Oath of Office.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010

The Board of Directors of the Greater Vallejo Recreation District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents.

The Board of Directors of the Greater Vallejo Recreation District shall adhere to the provisions of the Brown Act.

Each Director shall receive ethics training no later than one (1) year from the first day of service. Thereafter, each Director shall receive ethics training at least once every two (2) years.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 4010 Code of Ethics
Rule and Regulation: RR4010

In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.
- The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- Directors should practice the following procedures:
 - In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

- In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- In presenting items for discussion at Board meetings, see Policy #5020.
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 4040

The officers of the Board shall consist of a Chairperson, a Vice-chairperson and a Secretary. The election shall take place each year at the first regular meeting held in January. Nominees for the position of Chairperson must have two (2) years experience as a Director on the Board. The terms of officers shall be for one year. Officers shall have the same rights as the other members of the Board in regards to voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The Chairperson shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, execute all documents, papers and warrants on behalf of the Board, and act as liaison officer between the public and the Board. The Chairperson shall preserve order and decorum and shall decide questions of order subject to appeal to the entire Board.

The Vice-chairperson shall perform the duties of the chairperson in his/her absence. The Vice-chairperson is empowered to call special meetings of the Board upon the inability of the Chairperson to do so.

The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of all meetings of the Board and give, or cause to be given, notice of all regular and special meetings. The Secretary shall attest all documents. The Secretary shall also be the clerk of the Board and shall perform all of the duties imposed by law upon the clerk. In the absence of both the Chairperson and Vice-chairperson, the Secretary will assume the duties of the Chairperson.

The Board employs legal counsel on a contract basis to advise the Board on legal questions as they arise. Legal counsel is answerable to the Board and represents the District through the Board.

- Legal counsel works on a day-to-day basis in conjunction with the General Manager.
- All questions of law requiring Board action shall be referred to the legal counsel for opinion.
- The contracting law firm shall serve as the legal counsel for the District.
- On issues outside the sphere of expertise of the contracting law firm and with the prior approval of the Board, matters may be referred to other legal firms who have the requisite knowledge.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Conducting Board Meetings
POLICY NUMBER: 5020

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5060, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Obtain input from the community; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

- Three minutes may be allotted to each speaker or five minutes for a spokesperson for an organization with a maximum of 20 minutes to each subject matter.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.

Policy Update Report



Date **5/8/2023**

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2	Last Update
Policy 4030 Remuneration and Reimbursement	Remuneration and Reimbursement (Legal Council)								<input type="radio"/>	Direction given to be added to future agenda. Per Board. Would like Legal Council to include public resource Code Policy 4030. Previous email relating to this policy. 5/26/22	Staff Referenced letter from legal council for special concerns. Mr. Happell stated he would need to review the letter. Discuss in next meeting. 6/9/22	6/9/2022

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2	Last Update
Policy 4090 Training, Education and Conferences	Policy that it is separate from employee training, education, and conferences. This This policy only applies to the Board of Directors. Restrictions should be placed up front, and per diem spending should be explained to the board member participating in the training. Other topics were range. If the conference is nearby, do they still get a hotel room? Distance. Is there a radius of distance for conference location travel? How many times a board could use it during a year, or 4-year term? To be examined again by the committee with proposed changes. 7/11/22	7/11/2022							<input type="radio"/>			7/11/2022

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2	Last Update
Policy 5000 Committee Board of Directors Meetings	Potential changes to allow for Rotating Board meetings.	12/1/2021 10/24/22							<input type="radio"/>	Committee agreed it would lead to less civic engagement and the possibility for more confusion. Dec 2021	Discussion of possibly moving the day of the week from Thursday night to another night, as well as rotate the meeting locations. With the capability to have meetings on zoom in the new location, this may not be a much as a concern. 10/24/22	10/24/2022
Policy 4020 Attendance at Board Meetings	Committee discussed the need for consistent board member attendance at board meetings. This again brought up a discussion of sanctioning board members should it ever become necessary.	11/22/2022							<input type="radio"/>			11/22/2022
Policy 4040 Board Officers	Chairperson requirments. Potentially changing the 2-year experience requirement to 18 months								<input type="radio"/>	a. Committee discussed making changes to the Committee Chair criteria but ultimately decided that the current language is reasonable. b. Regarding the section about the Secretary, Committee discussed making a change to the second to the last sentence of the policy so that it would read, "The Secretary may be called upon..." 11/22/22	After discussion it was deemed that General Manager could move the policy 4040 to the appropriate committee if deemed necessary. 11/10/22	11/22/2022

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2	Last Update
Policy 5020 Conducting Board Meetings	Committee discussed changing pronouns in this and all other policies from he/she to they/them 11/22/22	11/22/2022							<input type="radio"/>			11/22/2022
Policy 4010 Code of Ethics									<input type="radio"/>	a. Committee discussed that complaints between board members should be reported to and addressed by the Committee Chair. If the complaint is about the Committee Chair and at least two members of the Board have a similar concern, then Board members meet, absent of Committee Chair to discuss. b. Committee also discussed looking into if and how consider having an opportunity to sanction a member of the board should it ever be needed. c. Committee discussed adding in some language to the policy regarding what would happen were a board member to break the confidentiality of Executive Session. 11/28/22		11/28/2022

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2	Last Update	
Policy 4060 Committees of the Board of Directors	Staff brought up two term limits for this policy, along with a restriction that ex-employees could not be on the board. Another option was that exemployees would have to wait possibly 10 years to apply to be appointed. Director Briseno did not agree and pointed out that one person could not sway the board. Staff cited that a couple ex-employees had applied, and that staff were concerned about retaliation. 12/19/22	6/13/22 10/24/22 12/19/22								<input type="radio"/>	GVRD board members would like to swap committees now knowing that the next committees with be longer in order to sync up timing with calendars to change committees in January to follow new appointments which take place in January. Staff are working with the Solano County to get the County appointments to synchronize in January instead of August and September. 6/13/22	Discussion occurred regarding the time frame of when the Board committees change. It was strongly recommended that the committees line up with the board appointments in January. So, following the BOD change in January, the committees should change after. 10/24/22	12/19/2022

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Policy 4060 Committees of the Board of Directors	Approve updates to Policy Board Clerk noted some minor changes in the 1st Paragraph. B Line two strike the word "it"before the word elected. C.Line six add "The" to the beginning of the sentence. D Line 6 after the word "members" and the word "or" . Director Bowen would like the policy to specify "when" the committees will be appointed. Director Bowen offer the motion, seconded by Director Aliga to approve the 1st Read of Policy 4060. Motion Passed. 2/9/23		2/9/2023						<input type="radio"/>			2/9/2023

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Policy 4000 Board Selection	Staff brought up two term limits for this policy, along with a restriction that ex-employees could not be on the board. Another option was that exemployees would have to wait possibly 10 years to apply to be appointed. Director Briseno did not agree and pointed out that one person could not sway the board. Staff cited that a couple ex-employees had applied, and that staff were concerned about retaliation. 12/19/22	12/19/2022							<input type="radio"/>		Staff commented that per Legal Counsel the appointing agency should determine parameters. GVRD could make recommendations to the appointing agencies for a "cooling off period." 2/27/23	2/27/2023
Policy 4005 Board Powers, Duties and Responsibilities									<input type="radio"/>			
Policy RR4005 Board Powers, Duties and Responsibilities									<input type="radio"/>			
Policy 4015 Board Staff Communication									<input type="radio"/>			
Policy 4050 Members of the Board of Directors									<input type="radio"/>			

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Policy 4070 Basis of Authority									<input type="radio"/>			
Policy 4080 Board of Directors - General Manager Relationship									<input type="radio"/>			
Policy 4095 Membership in Associations									<input type="radio"/>			
Policy RR5000 Board of Directors Meetings									<input type="radio"/>			
Policy 5010 Board Meeting Agenda									<input type="radio"/>			
Policy RR5010 Board Meeting Agenda									<input type="radio"/>			
Policy 5030 Board Actions and Decisions									<input type="radio"/>			
Policy RR5030 Board Actions and Decisions									<input type="radio"/>			
Policy 5040 Review of Administration Decisions									<input type="radio"/>			
Policy 5050 Minutes of Board Meetings									<input type="radio"/>			

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Policy RR5050 Minutes of Board Meetings									<input type="radio"/>			
Policy 5060 Rules of Order for Board and Committee Meetings									<input type="radio"/>			
Policy 6000 Concepts and Roles									<input type="radio"/>			
Policy 6010 Naming of Facilities									<input type="radio"/>			
Policy RR6010 Naming of Facilities									<input type="radio"/>			
Policy 6020 Master Plan Recreational Facilities									<input type="radio"/>			
Policy 6030 Determining Needs									<input type="radio"/>			
Policy 6040 Participating in Planning									<input type="radio"/>			
Policy 6050 Relationship with other Government Agencies									<input type="radio"/>			

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Policy 6060 Architectural Engineering and other Prof Services									<input type="radio"/>			
Policy 6070 Site Selection and Development									<input type="radio"/>			
Policy 6080 Annexation									<input type="radio"/>			
Policy 6090 Development Agreements									<input type="radio"/>			
Policy 2020 Annual Leave	Annual Leave, Executive Leave, and Compensatory Time Off, Leave Without Pay and Floating Holiday	9/23/2021	9/23/2021						<input type="radio"/>	Comp Time back to committee with the following: Update to executive leave amounts and annual leave accrual are approved, stike the sick leave donation reference. Research the leave with pay. Motion pass Unanimously 9/23/21	Committee discussed possible updates to the Policy . Ultimately, the committee did not feel feel updates were necessary at this time. Feb 2022	Feb-22
Policy 2012 Pricing Policy	Pricing Policy. Rec Team is working on this	May of 2021	2/24/2022						<input type="radio"/>	1st read approved Add pricing elevator back into policy and include a Min. \$ amount for Board Approved Board Approved Fees Waiver. Motion Passed. 2/24/22		2/24/2022
Policy RR2040 Sick Leave	Catastrophic Leave Bank. Edits/Updates								<input type="radio"/>	Committee discussed Catastrophic Leave Bank and RR 2040 and staff will bring this to the policy committee next month. 2/14/22	Edits/Updates 3/11/22	3/11/2022

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Policy 2005 Definitions	Our PT handbook says 1000 hours and our FT Manual says 1200 hours. We need to decide as a District which we will do								<input type="radio"/>			3/14/2022
Policy 2015 Hours of Work-Overtime	Language in the PT Handbook is different than the FT Manual. If we have the same expectations for PT and FT, we should ensure these are the same. Additionally, HR recommends amending the process for Exempt staff								<input type="radio"/>	Edit/Updates 3/14/22		3/14/2022
Policy 2090 (Probationary Period)	Updates needed to match MOU								<input type="radio"/>	Edits/updates . 3/14/22		3/14/2022
Policy 2020 Annual Leave		4/11/2022							<input type="radio"/>	Committee discussed changing language allowing annual and sick leave to only be used during a promotional probationary period if it's been approved before the promotional probationary period and adding that an employee cannot change their annual leave to sick leave after the annual leave has ended 4/11/22		4/11/2022

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Policy 2040 Sick Leave	language in PT handbook refers to sick leave carryover but this is not in FT Manual: Unused sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days		8/12/2021						<input type="radio"/>	Approved 1st read of Vaction/Sick Leave transfer 8/12/21	Committee discussed policy and suggested we consider adding language that, if an employee returns from vacation leave, they cannot ask to change their vacation leave to sick leave after the fact. 4/11/22	4/11/2022
Policy 3076 Video Recording Surveillance	Committee discussed creating a review log to understand why an employee is accessing video recording								<input type="radio"/>			4/11/2022
Policy 3066 Pension Funding	GVRD staff will work with Legal Counsel and loan funders to answer legal questions. GVRD staff will define UAL on first page. 6/13/22								<input type="radio"/>	This Policy is not listed in the GVRD Policy manual on the web page. 5/4/2023		6/13/2022
Policy RR 1030 Public Complaints									<input type="radio"/>	The committee and staff discussed the policy but realize that there is more depth to what is going on. The definition of complaints was discussed		7/11/2022

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Policy 1070 Donations	The committee and staff discussed donations and determined that the policy should address donations to go to the Greater Vallejo Open Space Foundation, which is a 501c3 entity. As a public agency, it would be best that money go this route. All donations need to be received by the Foundation. 7/11/22	7/11/2022							<input type="radio"/>			7/11/2022
Policy 2050 Bereavement	The committee and staff reviewed and discussed this policy. It may need to be updated to include domestic partners. If there is a legal	7/11/2022							<input type="radio"/>			7/11/2022
Policy 2080 Union Members	The committee and staff reviewed this policy and realized that it states the unrepresented need to choose a representative. This	7/11/2022							<input type="radio"/>	HR Admin?		7/11/2022
Policy 2260 Disciplinary Action	Disciplinary Action								<input type="radio"/>	Committee discussed and will move this forward to meet and confer with Unions 9/26/22		9/26/2022
Policy 2120 Workers Compensation	Edits/Updates	9/13/2021	10/14/2021					0%	<input type="radio"/>	Sent to Unions		10/14/2022

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Policy 1010 Adoption/Amendment of Policies	Adoption/Amendment of Policies								<input type="radio"/>	Director Briseno suggested changing the word 'override' to 'conflict with' 11/28/22		11/28/2022
Policy 3031 Debt Management	GVRD staff will work with Legal Counsel and loan funders to answer legal questions. On the second to last page, GVRD staff will define SEC 6/13/22	5/26/2022	5/26/2022 12/8/22						<input type="radio"/>	1st read approved of Debt Management 5/26/22	Board approved 1st read of Policy 3031 12/8/22	12/8/2022
Policy 3066 Pension Funding	1st read of Policy 3066 Pension Funding approved by Board 5/26/22		5/26/2022						<input type="radio"/>	Motion passed on 12/8/22 by the board. Pension funding		12/8/2022

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Policy RR2035 (Dress Code)	Board Dress code and Staffing Dress code	11/28/22 1/25/23							<input type="radio"/>	<p>a. Director Briseno suggested that, if we are to update a dress code policy we would want to create separate policies for Staff and Board Members</p> <p>b. Committee discussed Board Members wearing logo apparel from another agency during board/committee meetings and Committee Chair did not see an issue with this</p> <p>c. Committee discussed perfume and cologne and HR Director suggested that, should employees need it, GVRD could move toward a low scent/scent free environment</p> <p>d. RR needs to be updated to match the changes made in the aquatics department</p> <p>e. Staff suggests that it's important to consider that employees from diverse experiences will have diverse understandings of what "dress code" is necessary. It's important to consider multiple perspectives.</p> <p>11/28/22</p>	<p>recommended that there should be a different standard dress code for the Board of Directors.</p> <p>b. Committee did not agree that there should be a separate dress code policy for the Board of Directors. One of the Directors suggested to add Board Members to GVRD's employee dress code policy. Another Director suggested that there be a separate dress code policy and the dress code should be Business casual.</p> <p>c. Committee recommended that the Board of Directors should not wear clothing with their own company logo on it.</p> <p>d. Committee would like clarification if fashion brand logos were ok, and that company logos are not.</p> <p>e.</p>	1/25/2023

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2	Last Update
Policy 3072 Temporary Shelter Homeless Encampment	a. Counsel has spoken with the City of Vallejo and was recommended that GVRD update this policy. b. Committee recommends to table this and to be reviewed by the City of Vallejo and legal Counsel. c. Committee recommends showing red line changes and all comments. d. Committee asked if our Policies are being reviewed by another company and has it stopped or been put on hold. 1/25/23	1/25/2023								a. Committee recommends that the City of Vallejo needs to review the policy after the City Attorney reviews then present to the Committee with the red line changes. b. Staff commented that per the City of Vallejo, GVRD must store the homeless Persons property for 3 months. 1/25/23		1/25/2023

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Policy 3073 use of Aquatics Complex	<p>already have a policy in place for the Aquatics Complex. Staff responded that no we did not. b. Committee asked what we did before if we didn't have a policy in place. Staff responded that we have rules and were told by word of mouth. Staff wanted to capture all the rules and have them placed in a policy.</p> <p>Board of Directors Rizal Aliga Ron Bowen Robert Briseño Adjoa McDonald Wendell Quigley General Manager Gabe Lanusse GREATER VALLEJO RECREATION DISTRICT Mission Statement: Building community and enhancing quality of life through people, parks, and programs . Website: www.gvrd.org 395 Amador Street, Vallejo, CA 94590-6320 ☎ 707-648-4600 ☎ FAX 707-648-4616 c. Committee</p>	1/25/2023	2/23/2023							<p>1st read of Poicy 3073- Cunningham Aquartic Complex Rules and Procedures. Director Bowen offered the motion, seconded by Director Aliga to approve the 1st read. Motion passed</p>		2/23/2023

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Policy RR3075 Use of Community Centers	Comments were given on revising the chart on page 7 of RR3075 regarding the number of security guards needed at events. Director Bowen offered the motion , seconded by Director Aliga to approve the 1st read.	2/23/2023	2/23/2023						<input type="radio"/>			2/23/2023
Policy TBD Employee Team Building and Events	Staff commented that this will be a brand-new policy which came about due to staff purchasing food and would like clarification on how much money is ok to spend on purchasing food. Some agencies have a zero policy on food purchase, others had restrictions because of public funds being used. b. Committee asked if there is a budget put in place for purchasing food. c. Committee recommends that maybe a solution would be to make a spending limit to allow employees to have an autonomy by giving trust and a little leeway and making it important to do team building things.								<input type="radio"/>	d. Committee does not believe another policy would be the solution. The object is to control the money with reasonable limits. e. Staff commented that a perimeter is set since this would be on public funds. f. Committee recommends a rewrite of the policy. 2/27/23		2/27/2023

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0000 Introduction												
Policy 0005 (Basic Principles)	Needs to cover policy against discrimination in hiring accommodations, essential functions, etc								<input type="radio"/>			
Policy RR 0005 (Basic Principles)									<input type="radio"/>			
Policy 1000 Purpose of Board Policies									<input type="radio"/>			
Policy 1020 Conflict of interest									<input type="radio"/>			
Policy 1030 Public Complaints									<input type="radio"/>			
Policy 1035 Reporting to the Press									0			
Policy RR1035 Reporting to the Press									<input type="radio"/>			
Policy 1040 Advertising									<input type="radio"/>			
Policy 1045 Website Privacy									<input type="radio"/>			

Policy # & Policy Title	What's needed	Committee Review	Board First Read	Legal Reviewed	Union Meet and Confer	Board Final Read/Approved	Added to Policy Manual	% COMPLETE	DONE	NOTES	Notes2	Last Update
Policy 1050 Financial Assistance									<input type="radio"/>			
Policy RR1050 Financial Assistance									<input type="radio"/>			
Policy 1060 Copying Public Documents									<input type="radio"/>			
Policy 1080 Property Losses and Claims									<input type="radio"/>			
Policy RR1080 Property Losses and Claims									<input type="radio"/>			
Policy 1090 District Sponsored Groups									<input type="radio"/>			
Policy 2000 Executive Officer									<input type="radio"/>			
Policy 2010 Safety Program									<input type="radio"/>			
Policy RR 2015 Hours of Work-Overtime									<input type="radio"/>			
Policy 2030 Holidays	Edits/Updates	X	X		X	X	X	100%	<input checked="" type="radio"/>			
Policy 2035 (Dress Code)	Language outdated: "Your appearance and behavior shall always be impeccable." This should, at minimum, be reworded, but possibly deleted.								<input type="radio"/>			

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Policy 2045 Family and Medical Leave									<input type="radio"/>			
Policy 2060 Jury Duty									<input type="radio"/>			
Policy 2070 Continuity of Service									<input type="radio"/>			
Policy RR 2070 Continuity of Service									<input type="radio"/>			
Policy 2085 Employee Recruitment & Selection	PT handbook and FT Manual do not match. We need to work on making the policies match								<input type="radio"/>			
Policy RR2085 Employee Recruitment and Selection									<input type="radio"/>			
Policy 2095 Orientation of New Employees									<input type="radio"/>			
Policy RR2095 Orientation of New Employees									<input type="radio"/>			
Policy 2100 Expense Allowance									<input type="radio"/>			
Policy 2110 Health and Welfare Benefits									<input type="radio"/>			

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Policy 2115 Volunteer Workers' Compensation Insurance									<input type="radio"/>			
Policy RR 2120 Workers' Compensation Occupational Sick Leave									<input type="radio"/>			
Policy 2130 Educational Assistance Plan									<input type="radio"/>			
Policy 2150 Compensation	There is more detail in the PT Handbook than the FT Manual. We may want to consider putting the same level of detail in the FT Manual								<input type="radio"/>			
Policy 2155 Whistleblower Protection	The language is not user friendly and could be updated in the future but is low priority.								<input type="radio"/>			
Policy 2160 Leave of Absence									<input type="radio"/>			
Policy 2170 Performance Evaluations									<input type="radio"/>			
Policy 2180 Grievance Procedures									<input type="radio"/>			

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Policy RR2180 Grievance Procedures									<input type="radio"/>			
Policy 2190 Drug and Alcohol Abuse	PT Handbook includes prescribed medical marijuana but FT manual does not. We will need to decide District values w/ re: to marijuana additionally, we should consider adding the following lanugage to FT Manual: Employees are also prohibited from being under the influence of drugs including prescriptions, alcohol, prescribed medical marijuana and/or other controlled substances during hours of work or District work sites where such substances could impair in any way the fitness of an employee to perform his/her job duties. (continues in notes collumn)								<input type="radio"/>	An employee will be required to submit to a drug and/or alcohol test when reasonable suspicion exists to believe the employee may be under influence of illegal drugs or alcohol that may affect their ability to perform their job duties.		
Policy RR2190 Drug and Alcohol Abuse									<input type="radio"/>			
Policy 2195 Use of Tobacco Products									<input type="radio"/>			

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Policy 2200 Pre-employment Physical and Drug Screen									<input type="radio"/>			
Policy 2205 HIPAA Releases									<input type="radio"/>			
Policy 2215 Harassment	Needs updating due to new regs. I would also change the angle to the company policy on harassment, rather than the FEHA rule on harassment.								<input type="radio"/>			
Policy RR2215 Harassment									<input type="radio"/>			
Policy 2216 Title ?	Language needs to be changed to: Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be initiated by the Department Manager or General Manager. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.								<input type="radio"/>			
Policy 2225 Equal Opportunity									<input type="radio"/>			

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Policy 2230 Degrees of Relationship of Employees									<input type="radio"/>			
Policy 2240 Outside Employment									<input type="radio"/>			
Policy 2250 Separation from District	Unemployment insurance information is included in PT handbook but not FT Manual								<input type="radio"/>			
Policy RR2250 Separation from District									<input type="radio"/>			
Policy RR2255 Letters of Recommendation /References									<input type="radio"/>			
Policy RR2260 Disciplinary Action									<input type="radio"/>			
Policy 2270 Electronic Devices, Electronic Mail and Internet Use									<input type="radio"/>			
Policy RR2270 Electronic Devices, Electronic Mail and Internet Use									<input type="radio"/>			
Policy 2275 Telephone Usage									<input type="radio"/>			

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Policy RR2275 Telephone Usage									<input type="radio"/>			
Policy 2280 Volunteer Services									<input type="radio"/>			
Policy RR2280 Volunteer Services									<input type="radio"/>			
Policy 2295 Driver Training & Record Review	The PT handbook and the FT Manual do not have the exact same information, but are close. We should align them.								<input type="radio"/>			
Policy 2295 Transportation and General Vehicle Use	Do we want to add that employees are expected to clean District vehicles?								<input type="radio"/>			
Policy 2300 Miscellaneous									<input type="radio"/>			
Policy 2310 Employer-Employee Relations									<input type="radio"/>			
Policy 3010 Master Plan									<input type="radio"/>			
Policy 3015 Partnerships with Public and Community Agencies									<input type="radio"/>			
Policy 3020 Joint use Agreement									<input type="radio"/>			

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Policy 3025 Accounting for Financial Transactions									<input type="radio"/>			
Policy RR3025 Accounting for Financial Transactions									<input type="radio"/>			
Policy 3030 Budget Process and Reserve Fund									<input type="radio"/>			
Policy RR3030 Budget Process									<input type="radio"/>			
Policy 3034 Finaancial Controls									<input type="radio"/>			
Policy RR3034 Finaancial Controls									<input type="radio"/>			
Policy 3035 Expense Authorization									<input type="radio"/>			
Policy RR3035 Expense Authorization									<input type="radio"/>			
Policy 3040 Capital Outlay									<input type="radio"/>			
Policy RR3040 Capital Outlay									<input type="radio"/>			
Policy 3045 Grant Application									0			
Policy 3050 Fixed Asset Accounting									<input type="radio"/>			

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Policy RR3050 Fixed Asset Accounting									<input type="radio"/>			
Policy 3055 Public Projects									<input type="radio"/>			
Policy RR3055 Public Projects									<input type="radio"/>			
Policy 3059 Vehicle Fleet Safety Policy									<input type="radio"/>			
Policy 3060 Insurance									<input type="radio"/>			
Policy 3065 Investment of District Funds									<input type="radio"/>			
Policy 3070 Use of Parks and Facilities									<input type="radio"/>			

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Policy RR3070 Use of Parks and Facilities	No changes as new Counsel has not reviewed this at this time. 1/25/23								<input type="radio"/>			
Policy 3071 Refunds									<input type="radio"/>			
Policy RR3071 Refunds									<input type="radio"/>			
Policy RR3072 Temporary Shelter Homeless Encampment									<input type="radio"/>			

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Proposed Policy 3074 Fee Waiver	a. Committee recommends that there be a 30-day timeline. b. Committee suggested that we establish a clear procedure for any organization to have fee's waived and that this should be determined by the General Manager first if it is a smaller amount before it goes to the Board of Directors to determine.								○			

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Policy 3075 Use of Community Centers	<p>a. Committee recommends a change under Alcohol #1 to 1 additional security guard.</p> <p>b. Committee asked what would staff do if more guests are present than what was told at the time of booking the event, and if staff would call in another guard. Staff answered that a final guest count is reported after the event is over. Staff also said that a note would be placed in the booking persons account that more guests were at the event than what was approved, and that staff would either add a fee for the additional guests or a note in the account stating that they are not allowed to have another event. Committee suggested to put in the policy that there will be a penalty if more guests are present than what was approved.</p>	1/25/2023	2/23/2023						○	<p>Continued c. Staff mentioned that each event is a case-by-case basis to require more security.</p> <p>d. Committee feels that a larger crowd would require more of a security guard presence. Committee suggests talking to the security company to see if they agree with what is proposed in this policy. Staff confirmed that the security company agrees. Committee also suggested to talk with the Vallejo Police Department to get their input. 1/25/23</p>		
Policy RR3076 Video Recording Surveillance									○			
Policy 3080 Records Management									○			

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Policy RR3080 Records Mangement									<input type="radio"/>			
Policy 3090 Credit Card Purchases									<input type="radio"/>			
Policy RR3090 Credit Card Purchases									<input type="radio"/>			